

**Gambaran Pelaksanaan SOP Petugas Koding di URM di RSUD
K.R.M.T Wongsonegoro Semarang 2017**

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ABSTRAK

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**GAMBARAN PELAKSANAAN SOP OLEH PETUGAS KODING DI URM DI RSUD KRMT
WONGSONEGORO SEMARANG TAHUN 2017**

Berdasarkan survei awal, tidak semua pengkodean penyakit dan tindakan menggunakan kata kunci (leadterm) karena sudah menggunakan sistem komputerisasi yang memudahkan petugas dalam mengkoding dan petugas tidak dapat membaca tulisan dokter. 66,7% pengkodean dengan cara bayar BPJS pada prosedur ke-5 tidak dikerjakan, 50% pengkodean dengan cara bayar non BPJS dan pengkodean tindakan untuk prosedur kelima tidak dikerjakan. Penelitian ini bertujuan untuk menggambarkan pelaksanaan SOP petugas koding di URM di RSUD KRMT Wongsonegoro Semarang. Penelitian deskriptif dilakukan dengan metode observasi dan wawancara dengan pendekatan studi kasus. Subjek penelitian ini yaitu kepala rekam medis dan 5 orang petugas rekam medis. Objek penelitian ini adalah SOP koding di RSUD KRMT Wongsonegoro Semarang. Hasil pengamatan menunjukkan, terdapat 4 orang petugas koding rawat jalan dan 1 orang petugas koding rawat inap, terdapat 5 Standar Operasional Prosedur, kendala dalam pelaksanaan koding yaitu adanya ketidakpersamaan persepsi, tulisan dokter tidak jelas dan tidak terbaca, diagnosa belum terisi, tulisan dokter sulit diterjemahkan dalam bahasa medis, dan diagnosa dengan obat berbeda. Saran, perlu adanya pelatihan untuk petugas rekam medis yang belum pernah mengikuti maupun sudah pernah mengikuti pelatihan, dan perlunya memunculkan kata kunci (leadterm) di dalam sistem komputerisasi..

Kata Kunci : SOP, penulisan diagnosa, rancangan SOP

**DESCRIPTION IMPLEMENTATION SOPs BY CODING OFFICER IN
MEDICAL RECORD UNIT AT RSUD KRMT WONGSONEGORO
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ABSTRACT

Based on preliminary surveys, not all disease and action coding used keywords (leadterm) because it already used a computerized system that allows officers in coding and officers could not read doctor's handwriting. 66.7% encoding by BPJS payout in the 5th procedure was not done, 50% encoding by non- BPJS payout and coding treatment for fifth procedure was not done. This study aimed to describe the implementation of SOPs coding officer at Medical Records Unit in RSUD KRMT Wongsonegoro Semarang. Descriptive study was done by observation and interview method with case study approach. Subjects of this study were the head of medical record and 5 medical record officers. The object of this research was coding SOPs at RSUD KRMT Wongsonegoro Semarang. The results showed that there were 4 outpatient coding officers and 1 inpatient coding officer, there were 5 Standard Operating Procedures, obstacles in coding was unequal perception, the doctor's handwriting was not clear and unreadable, the diagnosis was not filled, the doctor's handwriting was difficult to be translated in medical language, and diagnoses with different drugs. Suggestions, it was necessary to have training for medical record officers who never attended or have ever attended the training, and need to generate keywords (leadterm) in the computerized system.

Keyword : SOP, leadterm, SOP design